



13112 NE 20th St. Ste. 100  
Bellevue, WA 98005  
Main: (425)646-8557

2900 W Broadway Ave  
Moses Lake, WA 98837  
Main: (509)498-2055

We offer online Tenant/Owner Portals through the Award Winning AppFolio Property Manager Software, which allows your tenants to pay rent online with a credit card or an E-check. It also allows us to send both tenants and owners monthly statements and maintenance requests.

Here are some of the other qualities that our company offers to help reduce your costs and increase your profits!

## **PROPERTY MANAGEMENT**

### **1. Evaluate the property and determine an accurate rental rate**

1. Perform detailed documentation of the interior and exterior including photos
2. Gather data on rental rates in the area and work with you to determine the optimal rental rate
3. Discuss the pros and cons of different policies such as accepting pets, allowing smoking etc.
4. Install a lock box

## **LEASING DUTIES**

### **2. Market the property for rent**

1. Clean home and optimize interior appeal
2. Create ads tailored to the property and advertising medium. Commonly used mediums are:
  1. Paid and free rental listing websites
  2. Print publications
  3. Signs
  4. NW-Multiple Listing Service
  5. Flyers
3. Work with other realtors and leasing agents to find a tenant
4. Field calls from prospects for questions and viewings
5. Meet prospective tenants for showings throughout the week and weekend
6. Provide prospective tenants with online rental applications that are legally compliant with fair housing laws
7. Collect applications with application fee through our online portal

### **3. Tenant Screening and Selection**

1. Perform a background check to verify identity, income, credit history, rental history, etc.
2. Grade tenant according to predefined tenant criteria
3. Inform tenants who were accepted or rejected

### **4. Tenant Move In**

4. Draw up leasing agreement & addendums
5. Confirm move in date with tenant
6. Review lease guidelines with tenant regarding things like rental payment terms and required property maintenance
7. Ensure all agreements have been properly executed
8. Perform detailed move in condition report with tenant, along with condition pictures to match report
9. Collect first month's rent and security deposit

# MONTHLY MANAGEMENT

## 5. Maintenance, Repairs, and Remodeling

1. Establish a preventative maintenance policy to identify and deal with repair needs
2. Provide a network of licensed, bonded, and fully insured contractors
3. Assign jobs to different parties based on who will do the best job for the best price
4. Hire Landscaping Services
5. Get multiple independent bids for the work

## 6. Rent Collection

1. Receive rents & application fees securely & conveniently with our online payment services
2. Hunting down late payments
3. Sending out pay or quit notices
4. Enforcing late fees

## 7. Tenant Move Out

1. Inspect unit and fill out a report on the property's condition when the client moves out
2. Provide tenant with a copy as well as estimated damages
3. Return the balance of the security deposit to the tenant
4. Forward any amount of the owner's portion of the tenant deposit to the owner or hold in owner reserves for repairs
5. Clean unit and perform needed repairs or upgrades
6. Rekey the locks
7. Put the property back on the market for rent

## 8. Provide Accounting Services

1. Make payments on behalf of owner (Utilities on vacancy, HOA dues, etc.)
2. Detailed documentation of expenses via invoices and receipts
3. Maintain all historical records (paid invoices, leases, inspection reports, warranties, etc.)
4. Provide annual reporting, structured for tax purposes as well as tax documents including a 1099 form
5. Provide easy to read monthly cash flow
6. Statements that offer a detailed breakdown of income and itemized expenses utilizing our state of the art Property Management Software through Appfolio

Thank you for your time and consideration. If we can be of service to you, please feel free to call us directly at (425)646-8557. [WWW.RealtyProsNW.com](http://WWW.RealtyProsNW.com)

Equal Housing Opportunity If you have a brokerage relationship with another agency, this is not intended as a solicitation. AI



